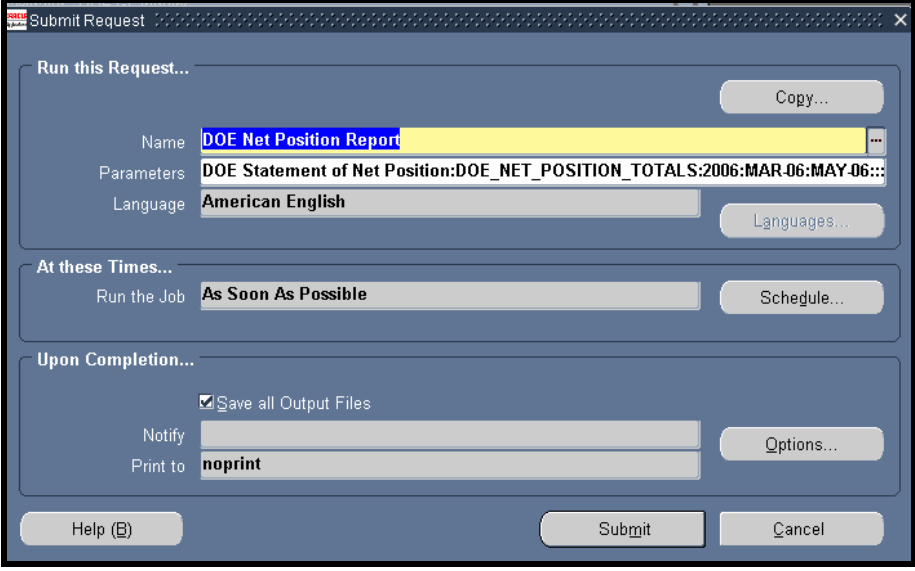


# Scheduling STARS Reports

When running a large reports or lots of reports we ask that you schedule them to run between 11 P.M. and 5 A.M. To schedule the Request Standard or Other reports use the steps below.

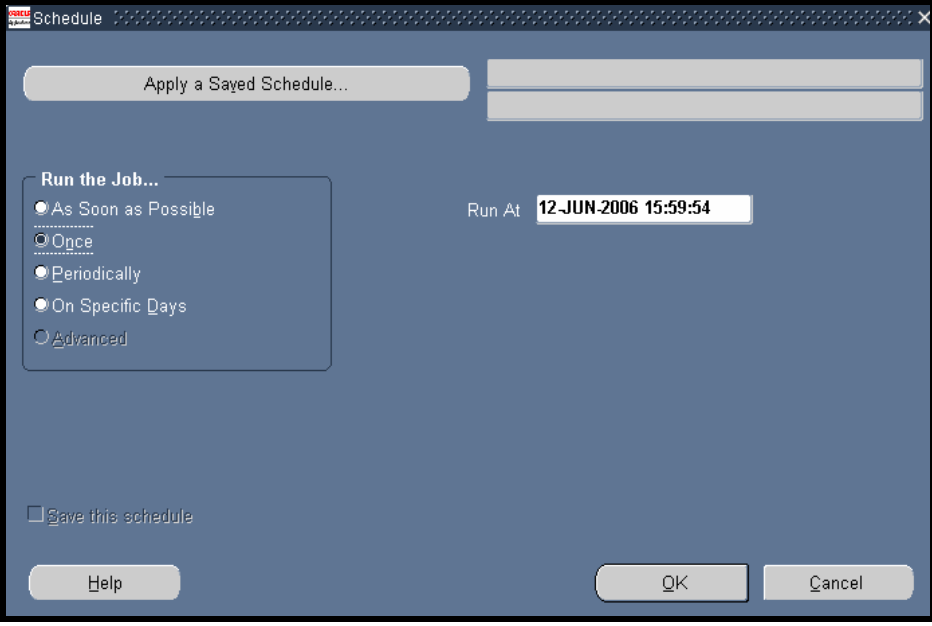
1. Click Schedule on the Submit Request screen.



The 'Submit Request' dialog box is shown with the following fields and buttons:

- Run this Request...**
  - Name: **DOE Net Position Report** (highlighted in yellow)
  - Parameters: **DOE Statement of Net Position:DOE\_NET\_POSITION\_TOTALS:2006:MAR-06:MAY-06:::**
  - Language: **American English**
  - Buttons: Copy..., Languages...
- At these Times...**
  - Run the Job: **As Soon As Possible**
  - Button: Schedule...
- Upon Completion...**
  - ☒ Save all Output Files
  - Notify: [Empty text field]
  - Print to: **noprint**
  - Button: Options...
- Buttons at the bottom: Help (H), Submit, Cancel

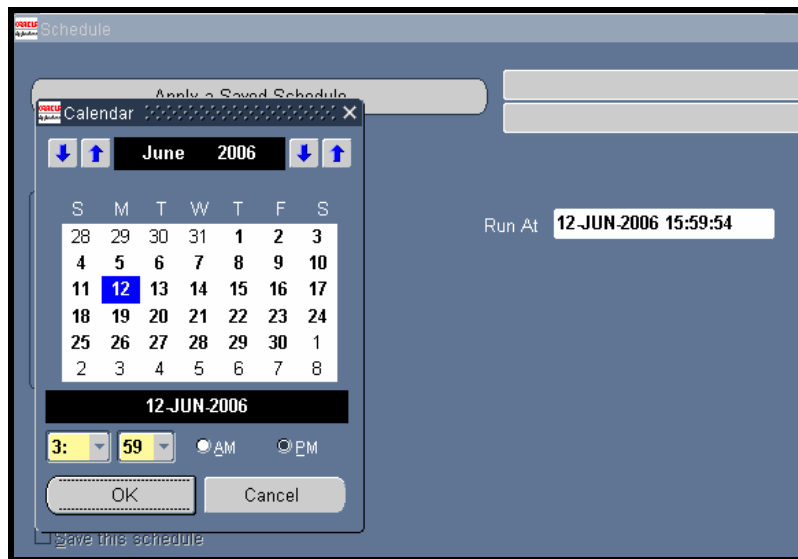
2. Ensure that the “Once” radio button is selected on the Schedule screen.



The 'Schedule' dialog box is shown with the following fields and buttons:

- Buttons at the top: Apply a Saved Schedule..., [Empty text field]
- Run the Job...**
  - ☒ As Soon as Possible
  - ☐ Once
  - ☐ Periodically
  - ☐ On Specific Days
  - ☐ Advanced
- Run At: **12-JUN-2006 15:59:54**
- ☐ Save this schedule
- Buttons at the bottom: Help, OK, Cancel

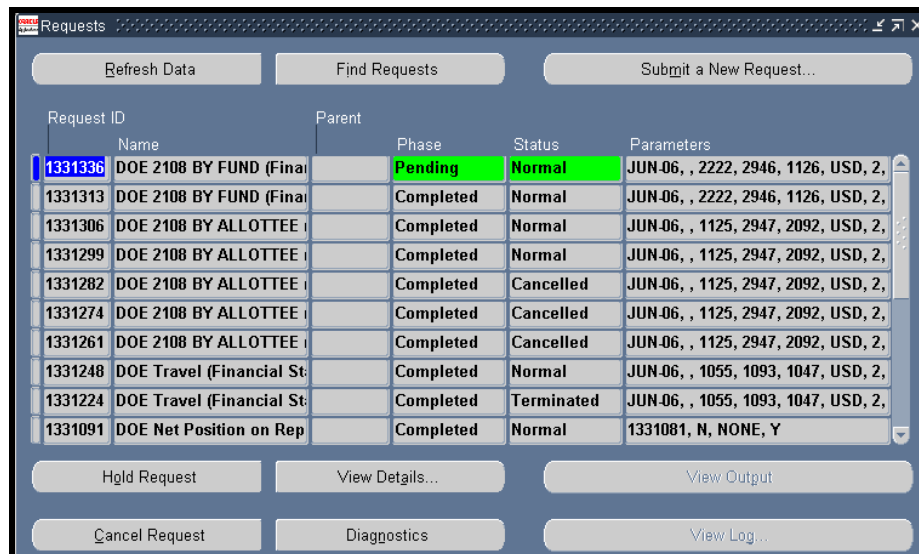
3. Click inside the Run At field to get the ellipsis (...) button which brings up the calendar.



4. Select the date and time you desire. Ensure that the proper “AM or PM” radio button is selected.
5. Click OK twice to return to the Request screen.
6. Click Submit.

### To schedule Request Financial Reports

1. After submitting a report and when it is in any other phase but Running you can schedule it.



2. Click on the View Details button and click the Schedule button and follow steps 2 through 5 above.